

MINUTES

REGULAR TELECONFERENCE MEETING OF CALIFORNIA FAIR SERVICES AUTHORITY BOARD OF DIRECTORS

August 2, 2017

1776 Tribute Road, Suite 100, Sacramento, CA 95815

Dan Jacobs, Board Chair
Antelope Valley Fair (50th DAA)
(Via Telephone)

Patricia Conklin, Director
Dixon May Fair (36th DAA)
(Via Telephone)

John Quiroz, Director
Branch of Fairs & Expositions

Michael Olcott, Director
Kern County Fair (15th DAA)

Stephen Kenny, Director
Butte County Fair

Jack Blyskal, Director
Public Member

Lori Marshall, Alternate Director
Grand National Livestock Expo (1-A DAA)
(Via Telephone)

Christy Layton, Legal Counsel to CFSA
Renne Sloan Holtzman Sakai LLP

Becky Bailey-Findley, Executive Director
California Fair Services Authority

Rebecca Desmond
Deputy Executive Director
California Fair Services Authority

Raechelle Gibbons, Controller
California Fair Services Authority
(Via Telephone)

Charlie Mitchell, Consultant
California Fair Services Authority

Tom Amberson, Risk Department
Manager
California Fair Services Authority

Melissa Thurber, Communication Director
California Fair Services Authority

Mark Stone, Liability Claims Administrator
California Fair Services Authority

Cindy Hehner, Workers' Compensation
Claims Administrator
California Fair Services Authority

I. CALL TO ORDER

Pursuant to the meeting notice, a regular teleconference meeting of the California Fair Services Authority (CFSA) Board of Directors was convened at 10:12 a.m., August 2, 2017, by Board Chair Dan Jacobs, in the conference room at 1776 Tribute Road, Suite 200, Sacramento, California, and at the Antelope Valley Fair, the Dixon May Fair, and the Cow Palace.

II. APPROVAL OF MINUTES

Moved by Director Olcott and seconded by Director Conklin to adopt **Resolution No. 17-27** approving the minutes of the regular meeting of April 12, 2017, after removing Director Wolcott's name that was listed twice on the roll call, as presented to the Board of Directors.

Ayes: Chair Jacobs, Directors Olcott, Conklin, Kenny, Quiroz
Noes: None
Abstain: Director Blyskal
Absent: None

III. ADOPTION OF RESOLUTION APPROVING CFSA GENERAL LIABILITY OPERATING MEMO #17-01: OFF-SITE PREMISES

At the April 12, 2017 Board meeting, the board considered the conditions, terms and process for providing general liability coverage to leased, off-site premises operated by a General Liability Risk Pool member. The board approved the general requirements for the CFSA General Liability coverage to be extended to a member fair operating leased, off-site premises and the process by which the board would approve such coverage.

At the June 7, 2017 Board meeting, the board gave staff direction to research options requiring a member fair to secure separate commercial general liability insurance coverage while operating an off-site premises. Using the General Liability Program Operating Memorandum of 2004 related to coverage for Fair promoted motorized events and rodeo events as a model, staff researched commercial coverage options. Staff also worked specifically with the San Bernardino County Fair (28th DAA) on obtaining coverage for their management of the Adelanto Stadium. Consequently, the 28th DAA has submitted an application to the Special Liability Insurance Program (SLIP), an Alliant program for public entities and we are awaiting specific coverage information and costs so that the 28th DAA can make their decision.

Separately, a new General Liability Program Operating Memorandum is needed to require any participating fair to obtain primary coverage outside the CFSA general liability risk pool for management of off-site premises.

Moved by Director Blyskal and seconded by Director Kenny to adopt **Resolution No. 17-28** approving CFSA General Liability Operating Memo #17-01, with the word "Primary" added to describe the required outside commercial liability

coverage.

Ayes: Chair Jacobs, Directors Olcott, Conklin, Kenny, Quiroz, Blyskal
Noes: None
Abstain: None
Absent: None

IV. ADOPTION OF RESOLUTION EXTENDING EMERGENCY ORDER TO SAN BERNARDINO COUNTY FAIR FOR GENERAL LIABILITY COVERAGE FOR LEASED, OFF-SITE PREMISES (ADELANTO STADIUM)

On February 1, 2017, the CFSA Board approved an Emergency Order to provide general liability coverage for the San Bernardino County Fair's (28TH DAA'S) lease and operation of Adelanto Stadium. The Emergency Order, including a number of conditions and limitations of coverage, was issued under the terms and conditions of the General Liability Program Memorandum of Coverage, Section 9 "Conditions", Subsection (A). On April 12, 2017, the Emergency Order was extended to July 31, 2017. On June 7, 2017, the Emergency Order was extended to August 4, 2017.

Since the June 7, 2017 Board meeting, staff has worked with the 28th DAA on securing separate commercial general liability insurance coverage for the Adelanto Stadium operation. An application to the Alliant SLIP program has been submitted and is under review. Through the application process, we learned that renewal of the SLIP program is at the end of September, 2017. To insure that the 28th DAA is covered, we are recommending that the Emergency Order be extended to September 30, 2017. The SLIP program coverage is scheduled to begin September 29, 2017.

Moved by Director Olcott and seconded by Director Blyskal to adopt **Resolution No. 17-29** extending the Emergency Order to the San Bernardino County Fair/ 28th DAA through September 30, 2017, 12:01 a.m. PST, for general liability coverage for leased, off-site premises (Adelanto Stadium).

Ayes: Chair Jacobs, Directors Olcott, Conklin, Kenny, Quiroz, Blyskal
Noes: None
Abstain: None
Absent: None

V. INFORMATION ITEMS

1. Executive Director Becky Bailey-Findley gave an update on CAJPA accreditation for CFSA, and a draft 10-year CFSA Business Plan that was required for that process.
2. CFSA Investment reports were presented for Quarters 1 & 2 from Charles Schwab Investment Fund, Local Agency Investment Fund, and the Investment Quarterly report.
3. Staff reports were presented as written:

- a. Administrative Services
 - b. Construction Department
 - c. Finance Department
 - d. Risk Department
4. Executive Director Report was presented by Becky Bailey-Findley.
5. Director's Reports
- a. Chair Jacobs welcomed new Public Board Member Jack Blyskal, and thanked CFSA staff for continual good work;
 - b. Director Blyskal said that he was pleased to be on the Board and looked forward to working with everyone;
 - c. Director Olcott reported that all preparation for the Kern County Fair was going well;
 - d. Director Kenny also reported that Butte County Fair preparations were underway and going well;
 - e. Rebecca Desmond reported that Director Wolcott had said he was very pleased with how the Lassen County Fair turned out. Several attendance and financial records were broken.
6. Next Board Meeting is scheduled for October 4, 2017 at 11 a.m.

VI. Closed Session

The Board adjourned from regular session at 11:36 a.m. and after a break, went into closed session to discuss the following:

Liability/Special Events Claims – Government Code Sec. 54956.95

CLAIMANTS: Clifford J. Gordon, II, Dana L. Bell, and Lyle L. Bell
AGENCY CLAIMED AGAINST: 28th District Agricultural Association, et al.

CLAIMANTS: Larry Reynolds.
AGENCY CLAIMED AGAINST: 31st DAA Ventura County Fair

CLAIMANTS: Donald Shields, Sr., et al.
AGENCY CLAIMED AGAINST: Cloverdale Citrus Fair, et al.

Workers' Compensation Claims (Government Code Section 54956.95)

CLAIMANT: Cathy Purcell
AGENCY CLAIMED AGAINST: California State Fair & Exposition

CLAIMANT: Joe Rodriguez
AGENCY CLAIMED AGAINST: Big Fresno Fair

CLAIMANT: Wayne Marsh

Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Gov. Code Section 54956.9 (One potential case)

VII. Open Session

The Board adjourned from Closed Session at 12:51 p.m. and resumed regular session.

There was no reportable action taken during closed session.

VIII. Adjournment

The meeting was adjourned at 12:52 p.m.



CHAIR

ATTEST:



SECRETARY